

## MEETING #37– November 6

At a Joint Meeting of the Madison County Board of Supervisor and the Madison County Planning Commission held on Wednesday, November 6, 2013 at 7:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: J. Dave Allen, Chairman  
Doris G. Lackey, Vice-Chair  
Jerry J. Butler, Member  
Pete J. Elliott, Member  
Jonathon Weakley, Member  
V. R. Shackelford, III, County Attorney  
Betty Grayson, Zoning Administrator

### 1. Call to Order/Determine the Presence of a Quorum:

Chairman Allen called the meeting to order and advised that all members are present and a quorum was established.

### 2. *Pledge of Allegiance & Moment of Silence*

The Board of Supervisors and the Madison County Planning Commission commenced their meeting with the Pledge of Allegiance and a moment of silence.

Chairman Allen congratulated Mr. Bill Campbell, Mr. Kevin McGhee, and Mr. Clay Jackson on their successful appointment to the Madison County Board of Supervisors.

### 3. Adoption of Agenda:

Chairman Allen called for any additions, deletions or corrections to tonight's Agenda.

Supervisor Lackey moved the Board adopt the Agenda as presented, seconded by Supervisor Butler, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

#### **4. Agenda:**

Mr. Brockman provided an overview of tonight's meeting process. Minutes of the October 2, 2013 were approved as presented.

#### **Cases:**

Case No. SU-11-13-15: Request by Susan M. Travellin for an indefinite special use permit to operate a kennel for no more than six (6) dogs. This property is located on Route 671 (212 Forest Drive) near Locust Dale and contains 20.237 acres of land, zoned A-1. The Virginia Department of Transportation has no objections or comments, per Anthony Hurlock, per email dated October 29, 2013 (attached to minutes). An email was also received from Dwayne Dixon, Sanitarian (Madison Health Department [attached]) stating no opposition to the issuance of the special use permit.

Ms. Travellin was present and advised there are plans to have a 'doggy boot camp'; six (6) runs will be in place (air conditioned) with inside runs; there are plans to assist with rescued dogs; customers will need to establish an appointment prior to dropping of their animal(s); the operation will have a forty by sixty foot (40' x 60') building that will serve as a workshop (metal/wood) – this building is currently used to house horses and a some partial offices – this space will be perfect for 'house breaking' animals. In closing, she hopes the operation will be as successful as others within other states. She has had several conversations with Wes Smith, Building Official, but he hasn't been to the site – he's waiting for an appointment to be put into place.

David Jones, Commission member, suggested the special use permit go with the applicant rather than with the land in the event the applicant should decide to sell the property in the future.

Supervisor Elliott asked if there was an Ordinance in place to denote how many dogs can be on a property before it can be considered as a kennel.

Ms. Grayson advised that based on the County's definition of a "kennel", if anyone is 'taking care of dogs in any fashion, the operation is considered to be a kennel.'

Supervisor Lackey questioned the fact that the County Building Official hasn't yet viewed the site, as he's waiting for an appointment.

Ms. Grayson advised this note was document for informational purposes only; any time a change in the use of a building is requested (i.e. from agriculture to business), this will change the use group that the Building Official will place a business in – the applicant may need to do something differently before a certificate of occupancy can be issued.

The County Attorney also advised there are further requirements for an occupancy permit that those required for a special use permit.

Supervisor Butler moved that Case SU-11-13-15, requested by Susan M. Travellin for a special use permit to operate a kennel for no more than six (6) dogs on Route 671 (212 Forest Drive in Locust Dale, Virginia) containing 20.237 acres of land be approved, with the condition that the special use permit be for the applicant (and not the land), be approved as per the recommendation of the Madison County Planning Commission, seconded by Supervisor Weakley, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

Case No. SU-11-13-16: Request by Hartland Institute of Health and Education for an indefinite special use permit to operate a small engine repair and automobile repair shop. This property is located off Route 614 (431 Hickory Lane) near Locust Dale and contains 562.96 acres of land, zoned A-1. The Virginia Department of Transportation has no objections or comments pertaining to this request, as per email from Anthony Hurlock dated October 29, 2013 (attached).

Mr. Brockman advised there were conditions included pertaining to tonight's request.

Devon Blackwood was present on behalf of the applicant and advised there have been no objections from the Virginia Department of Transportation, and a letter has been received regarding waste water treatment and drinking water (attached to application); he anticipates the shop will repair about ten (10) cars per week with no body work, spraying or muffler repair/replacement; services performed will include changing tires and small engine work (i.e. oil changes).

Carty Yowell, Commission member questioned whether the location of the shop will be within the confines of the designated property and not interfere with the neighbors.

David Jones, Commission member, questioned whether there will selling of tires. Mr. Blackwell advised the shop will be located towards the middle of the 700 acre property; basic tire repairs will be performed; repairs will basically be a part of the 'curriculum' instead of a general repair shop.

Supervisor Butler questioned if the permit will be for the applicant or for the property, and whether inoperable vehicles will be allowed in other areas besides the shop area.

Ms. Grayson advised the Commission didn't place a condition on this particular case; therefore, the special use permit will go with the land; also, Mr. Blackwood was advised if the property housed more than five (5) inoperable vehicles on the property, the applicant would be in violation of the County's Ordinance and the State Code.

Chairman Allen questioned the wording "we are not planning" stated in several conditions and whether this will be problematic.

The County Attorney advised the condition could state "We will not conduct", which he feels is the applicant's intention; he also asked if there will be inoperable vehicles housed elsewhere on the property.

Mr. Blackwood advised there are no plans to house inoperable vehicles on the property – these types of vehicles will be sold to the salvage yard instead.

Supervisor Lackey moved the approval of Case SU-11-13-16, request by Hartland Institute of Health and Education for an indefinite special use permit be approved as recommended by the Madison County Planning Commission, with the following list of details/scope for the facility show the replacement of wording (from "are not planning" to "will not") in Condition #2, #3 and #4 as follows:

- The hours of operation will be Monday through Thursday from 9:00 a.m. to 5:00 p.m. and on Friday from 9:00 a.m. to 12:00 p.m.
- We will not rent our repair facilities to third party operators once the permit is granted.
- We will not conduct any State inspections.
- We will not plan to perform any body work repairs.
- We will not store any inoperable vehicles in the auto shop area.

- We will dispose of hazardous fluids (i.e. oil, anti-freeze, etc.) by selling them to Culpeper Salvage.

Seconded by Supervisor Elliott, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

Betty Grayson, Zoning Administrator, advised there will be one (1) case on the docket for the December Joint Meeting; a workshop will be needed on November 20, 2013 at 7:00 p.m.

With no further action being required by the Commission, Mr. Brockman called for adjournment of their portion of tonight's meeting.

## **5. Information/Correspondence (if any)**

None.

## **6. Adjournment**

With no further action being required by the Board, on motion of Supervisor Elliott, seconded by Supervisor Butler, Chairman Allen adjourned the meeting, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

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J. Dave Allen, Chairman  
Madison County Board of Supervisors

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Jacqueline S. Frye, Clerk of the Board

Adopted on: December 10, 2013

Copies: J. Dave Allen, Doris G. Lackey, Jerry J. Butler, Pete J. Elliott,  
Jonathon Weakley, V. R. Shackelford, III & Constitutional Officers



**Madison County Board of Supervisors**  
**Joint Meeting Agenda**  
**Wednesday, November 6, 2013 at 7:00 p.m.**  
**Madison Administration Center Auditorium**  
**414 N. Main Street, Madison, Virginia**

**Agenda:**

1. Call to Order/Determine Presence of a Quorum
2. *Pledge of Allegiance & Moment of Silence*
3. Adoption of Agenda
4. Action Items:

Case No. SU-11-13-15: Request by Susan M. Travellin for an indefinite special use permit to operate a kennel for no more than six (6) dogs. This property is located on Route 671(212 Forest Drive) near Locust Dale and contains 20.237 acres of land, zoned A-1.

Case No. SU-11-13-16: Request by Hartland Institute of Health and Education for an indefinite special use permit to operate a small engine repair and automobile repair shop. This property is located off Route 614 (431 Hickory Lane) near Locust Dale and contains 562.96 acres of land, zoned A-1.

5. Information/Correspondence (if any)
6. Adjournment

**\*NO AMENDMENTS, CORRECTIONS OR DELETIONS\***

For: Jacqueline

**JOINT MEETING**

**MADISON COUNTY PLANNING COMMISSION & BOARD OF SUPERVISORS**

**TIME: WEDNESDAY, NOVEMBER 6, 2013 AT 7:00 P. M.**

**PLACE: MADISON COUNTY ADMINISTRATIVE CENTER AUDITORIUM**

**MR. CHAIRMAN:**

• Note: Ms. Travellin and Wes Smith, Building Official, have been in contact by email but who has not been to the site yet, he is waiting for Ms. Travellin to make an appointment.

Case No. SU-11-13-15: Request by Susan M. Travellin for an indefinite special use permit to operate a kennel for no more than six (6) dogs.

59-58B Highway Dept. has no objections or comments per Anthony Hurlock on Oct. 29, 2013. This property is located on Route 671 (212 Forest Drive) near Locust Dale and contains 20.237 acres of land, zoned A-1. • Received an email from Dwayne Dixon at Health Dept. today, stating he has no opposition to the issuance of the special use permit.

\*\* Case No. SU-11-13-16: Request by Hartland Institute of Health and Education for an indefinite special use permit to operate a small engine repair and automobile repair shop. This property is located off Route 614 (431 Hickory Lane) near Locust Dale and contains 562.96 acres of land, zoned A-1.

• Highway Dept. has no objections or comments per Anthony Hurlock on Oct. 29, 2013.

Betty C. Grayson  
Zoning Administrator

\*\*Action to be taken by the Board of Supervisors.

- Letter attached to application from Cody J. Hoehna, Operations Manager, from ESS stating the wastewater treatment facility and drinking water system serving Hartland Institute are more than adequate to ensure consistent and ongoing capacity.
- Attached to the special use permit application is a list of details about their proposed operation. You could use this list as conditions also.
- Wes has been to visit the building at Hartland and has advised them what is needed for his approval.

**Carol Davis**

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**From:** Hurlock, Anthony W. (VDOT) <Anthony.Hurlock@VDOT.Virginia.gov>  
**Sent:** Tuesday, October 29, 2013 8:08 AM  
**To:** Carol Davis  
**Cc:** Betty Grayson; Orr, John (VDOT); Demarest, Betty D. (VDOT)  
**Subject:** RE: Joint Meeting on November 6, 2013.  
**Attachments:** SKMBT\_36313101123210.pdf

Good afternoon. The following is VDOT status/recommendations regarding the Public Notice agenda for the meeting on November 6, 2013:

- Case No. SU-11-13-15: No objections or comments.
- Case No. SU-11-13-16: No objections or comments.

Please let me know if you have any questions.

Thanks!

Anthony



*Anthony W. Hurlock*

Virginia Department of Transportation

"Permit & Subdivision Specialist Sr."

-Culpeper District Land Use "Culpeper North"-

Phone: (540) 829-7498

Fax: (540) 829-7705

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**From:** Carol Davis [mailto:cdavis@madisonco.virginia.gov]  
**Sent:** Friday, October 11, 2013 11:22 AM  
**To:** Hurlock, Anthony W. (VDOT)  
**Subject:** RE: Joint Meeting on November 6, 2013.

Anthony:

Attached please find a memo from me and the applications for the November 6, 2013 meeting.



**Betty Grayson**

**From:** Dixon, Dwayne (VDH) [Dwayne.Dixon@vdh.virginia.gov]  
**Sent:** Wednesday, November 06, 2013 12:52 PM  
**To:** Betty Grayson  
**Cc:** woodsidefarm8223@gmail.com  
**Subject:** Susan Travellin 212 Forest Drive Dog Tainting Kennel



Betty

I have been in contact with Ms. Travellin about the Dog Training Kennel. This office knows of no Public Health Related issues that this operation will present as has been explained to me (See Below).

Current usage:

Single family 3 bedroom house with 2 people living here. Current Sewage Disposal System Permit approved for a 3-Bedroom Dwelling.

Proposed Change of use:

Clients will be here for 15 minutes top. I am not using concrete and use a steam mop or a regular mop inside the runs. Waste is bagged and disposed. Nothing goes in the septic from the kennel. We're talking about 4-6 people twice a month. 4-6 dogs per training session.

I am unaware if this operation will require any approvals from The Department of Environmental Quality and/or The Environmental Protection Agency for the disposal of animal waste and/or wash-down of the kennels.

Conclusion

This office has not opposition to the issuance of a Special Use Permit for this operation.

If we can be of further assistance, please feel free to contact us.

Dwayne

Case No. 54-11-13-15

## FOR OFFICE USE ONLY:

Zone: A-1

Tax Map No: 59-58B

By who? Woodside Farm

Fee Amount: \$500.00

Date Paid: October 7, 2013

212 Forest Dr.

Receipt #:

Check #: 1016

Orange VA 22960



**MADISON COUNTY  
APPLICATION FOR SPECIAL USE PERMIT**

Date: October 7, 2013

The undersigned owner/applicant of the following described property hereby applies for a Special Use Permit as required by Article(s) 3-2-16 of the Zoning Ordinance of Madison County, Virginia.

## Owner of Record:

Name: Travellin, Susan M.

Address: 212 Forest Drive, Orange VA 22960

Phone No.: 908-400-8223

E-Mail: Woodsidefarm8223@gmail.com

## Applicant:

Name: Susan Travellin

Address:

Phone No.:

E-Mail:

TAX MAP: 59-58B ZONE: A-1

# OF ACRES TO BE COVERED BY SPECIAL USE PERMIT: 20.237 acres

LOCATION/ADDRESS OF PROPERTY FOR SPECIAL USE PERMIT: 212 Forest Drive (Route 671)

Is this an amendment to an existing Special Use Permit? If yes, provide that SP Number: n/a

PROPOSAL/REQUEST: to operate a kennel for no more than six (6) dogs. This is being applied for as an indefinite special use permit.

I hereby certify that I own the subject property, or have the legal power to act on behalf of the owner in filing this application. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge.

Signature of Owner or Agent

Print Name

Date

Daytime phone number of Signatory

Have all the necessary statements, plats, plans and other pertinent information been submitted? ☒ Yes ☐ No

Reviewed by Planning Commissioner:

Date:

Conditions, if any:

Action Taken by Board of Supervisors:

Date:

Conditions, if any:

APPROVED: ☐ DENIED: ☐ Betty C. Grayson, Zoning Administrator

Date:

Susan Travellin  
Woodside Farm  
Dog Training School  
212 Forest Drive  
Orange, VA 22960  
908-400-8223  
Woodsidefarm8223@gmail.com



To Whom It May Concern:

I am applying for a permit to conduct a board and train operation for dogs.

I would like to have no more than six dogs at a time for obedience training and behavior modification. They would be housed in one of my buildings which has six outside dog runs attached to it. The building also has a perimeter fence for safety. The building is heated and air conditioned, and inside has six glass board lined 4 x 5 inside runs. The owners would drop off the dog and the dog would stay for an average of 2 weeks. All dogs are required to have all vaccines, have a flea and tick preventative as well as be on a Heart worm preventative. At the end of the dog's stay the owners usually pick them up and I show them how to keep up with the dog's improved behavior. I do not conduct group lessons.

Respectfully,

A handwritten signature in cursive script, appearing to read "Susan Travellin". The signature is written in dark ink and is positioned above the printed name.

Susan Travellin

Case No. SU-11-13-16

## FOR OFFICE USE ONLY:

Zone: A-1

Tax Map No: 52-3

By who? Hartland Institute

Fee Amount: \$500.00

Date Paid: October 7, 2013

Operating Account

Receipt #:

Check #: 4364

PO Box 1, Rapidan VA 22733-0001



**MADISON COUNTY  
APPLICATION FOR SPECIAL USE PERMIT**

Date: October 7, 2013

The undersigned owner/applicant of the following described property hereby applies for a Special Use Permit as required by Article(s) 4-2-11, 4-2-12 of the Zoning Ordinance of Madison County, Virginia.

## Owner of Record:

Name: Hartland Institute of Health and Education

Address: PO Box 1, Rapidan VA 22733-0001

Phone No.: 672-3100, Devon Blackwood, cell # 540-308-3525

E-Mail: dblackwood@hartland.edu or jarias@hartland.edu

## Applicant:

Name: Devon Blackwood

Address:

Phone No.:

E-Mail:

TAX MAP: 52-3 ZONE: A-1

# OF ACRES TO BE COVERED BY SPECIAL USE PERMIT: 562.96 acres

LOCATION/ADDRESS OF PROPERTY FOR SPECIAL USE PERMIT: 431 Hickory Lane

Is this an amendment to an existing Special Use Permit? If yes, provide that SP Number: n/a

PROPOSAL/REQUEST: to operate a small engine repair and automobile repair shop. This is being applied for as an indefinite special use permit.

I hereby certify that I own the subject property, or have the legal power to act on behalf of the owner in filing this application. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge.

Signature of Owner or Agent

Print Name

Date

Daytime phone number of Signatory

Have all the necessary statements, plats, plans and other pertinent information been submitted? ☒ Yes ☐ No

Reviewed by Planning Commissioner:  
Conditions, if any:

Date:

Action Taken by Board of Supervisors:  
Conditions, if any:

Date:

APPROVED: ☐ DENIED: ☐ Betty C. Grayson, Zoning Administrator

Date:



October 7, 2013

To: Betty Grayson, Zoning Administrator  
Madison County Administration Center  
414 N. Main Street Madison, Virginia 22727

From: Devon Blackwood, Plant Services Supervisor  
Julio Arias, Treasurer  
Hartland Institute of Health and Education  
444 Hartland Oak Drive Rapidan, Virginia 22733



Re: Special permit application.

Dear Ms. Grayson:

The purpose of this letter is to inform you and Madison County of Hartland's intent of applying for a special permit to operate the following facilities in our premises:

- Auto repair shop
- Small engine repair shop

Below is a list that details the scope in which we intent to operated the above listed facilities:

- The hours of operation will be Monday through Thursday 9:00am to 5:00pm. Fridays 9:00am to 12:00 noon.
- We do not intent to rent our repair facilities to third party operators once the permit is granted.
- We are not planning to conduct any State inspections.
- We are not planning to perform any body work repairs.
- We will not store any inoperable vehicles in the auto shop area.
- We will dispose of hazardous fluids (oil, anti-freeze, etc.) by selling them to Culpeper Salvage.

PO Box 1  
Rapidan, VA 22733  
Phone 540-672-3100

[1]

Fax 540-672-3107  
info@hartland.edu  
www.hartland.edu



September 24, 2013



Ms. Betty Grayson, Zoning Administrator  
Madison County  
414 N Main St  
Madison, VA 22727

Subject: Water and Wastewater Utility Serving Hartland Institute

Dear Ms. Grayson,

The Hartland Institute community has wastewater and water treatment services using an onsite potable groundwater well as well as a wastewater treatment facility. The drinking water system is permitted by the Virginia Department of Health Office of Drinking Water (VDH-ODW) and the wastewater system is permitted by the Virginia Department of Environmental Quality (DEQ). Environmental Systems Service (ESS), a licensed drinking water and wastewater operations contractor and environmental consultant oversees the operation of the water and wastewater facilities. The facility consistently complies with permitted water quality standards and has adequate treatment capacity to serve both current residents and students of the Hartland Institute community as well as the proposed increase of 10 additional non resident students. Because the wastewater treatment system maintains a surface discharge to State waters it does not fall under the jurisdiction of the local or state health departments. The oversight agency is the DEQ. The drinking water system does fall under the jurisdiction of the VDH-ODW.

Daily testing is performed to confirm water quality of the wastewater and drinking water systems, and reports of system performance are sent to the DEQ and VDH-ODW on a monthly basis. Based on the foregoing information I can assure you that the wastewater treatment facility and drinking water system serving Hartland Institute are more than adequate to ensure consistent and ongoing capacity to serve 10 additional non resident students. If you have questions or require additional information regarding system capacity and capability, please feel free to contact me.

Best Regards,

Cody J. Hoehna, Operations Manager  
Environmental Services Division

Cc: Mr. Devon Blackwood, Hartland Institute

**Carol Davis**

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**Sent:** Tuesday, October 29, 2013 8:08 AM  
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- Case No. SU-11-13-15: No objections or comments.
- Case No. SU-11-13-16: No objections or comments.

Please let me know if you have any questions.

Thanks!

Anthony



*Anthony W. Hurlock*

Virginia Department of Transportation

"Permit & Subdivision Specialist Sr."

-Culpeper District Land Use "Culpeper North"-

Phone: (540) 829-7498

Fax: (540) 829-7705

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